



Vacancy Notice

Asset & GIS Systems Officer

City of Mount Gambier has an exciting opportunity for a motivated and driven individual to join the Engineering Design & Assets team.

About the position:

- Full Time Permanent.
- Flexible working arrangements available.
- Competitive remuneration package.

The Asset & GIS System Officer is responsible for administering, updating, and reporting on asset and spatial data within the Asset Management System and Geographic Information System (GIS). This role is focused on centralising data management and reporting to ensure the accuracy, integrity, and availability of critical information.

The Asset & GIS System Officer plays a key role in improving data quality and accessibility, which supports informed decision-making and enhances the operational efficiency of the City's infrastructure management. This position is also essential in the continuous development and optimization of asset and GIS management systems and processes, ensuring they remain effective and up-to-date.

This position is classified at Level 4 Step 1 – Level 4 Step 4 (currently \$89,224.81 - \$95,433.38 per annum) of the City of Mount Gambier Administration Staff Agreement No.12 2022.

About you:

- Formal qualifications (Diploma or Cert IV) in Geographic Information Systems/Asset Management or a combination of experience, expertise, and competency relevant to the position.
- Strong ability in setting up process to retrieve specific information from a database, and functions for database management, reporting, and integration purposes.
- Working knowledge and skills in Asset Management Systems (Authority, Assetic, Conform etc) and GIS software (Preferable in ESRI) in a Windows environment.
- Display positive communication and motivation – that is being a professional with a “can do” attitude and self-motivated.
- Time management, work prioritisation and organisational skills as well as the ability to resolve minor work procedural issues.
- Effective interpersonal skills including the ability to work as an effective and positive team member in a customer focused and flexible environment.
- Strong communication and customer service skills with demonstrated ability to prepare standard business correspondence and use initiative and sound judgement to guide customers and resolve problems often requiring tact, diplomacy and sensitivity.

What we offer:

Mount Gambier is the second largest city in South Australia and provides a perfect balance between the vibrant lifestyle of a big city and the comforts of a small town. Packed with beautiful natural resources

including the iconic Blue Lake/Warwar, caves, sinkholes, parks and gardens. Mount Gambier is an idyllic location to enjoy work life balance, only 20 minutes from the beach.

This role presents an opportunity to advance your career in a supportive environment. The City of Mount Gambier is an equal opportunity employer and celebrates diversity in the workplace.

The successful candidate will enjoy:

- Ongoing professional development and training,
- A supportive and friendly team environment,
- Career development opportunities,
- Active social club,
- Flexible work arrangements,
- Positive work/life balance,
- Income protection insurance.
- Employee Assistance Program and Wellbeing Support
- Excellent Enterprise Agreement benefits with above award rates

Pre-employment requirements:

The position is subject to satisfactorily meeting the following employment requirements;

- National Police Check,
- Working with Children Check (WWCC),
- Pre-employment medical examination.

The City of Mount Gambier is an equal opportunity employer committed to continuous improvement as a culturally safe and supportive workplace. We strongly encourage members of our First Nations community to apply.

For a confidential conversation please call:

Abdullah Mahmud

Manager Engineering, Design & Assets, 0407574629

Further information about the position, including the position description, which identifies key competencies and selection criteria, is available from City of Mount Gambier website:

www.mountgambier.sa.gov.au/council/careers/vacancies

How to apply:

Applicants must specifically address each of the key competencies and selection criteria, which is available within the position description and submit with a resume including contact details for at least three referees.

Applications close: **Tuesday 26 November 2024 at 5:00pm.**

Applications must be submitted via email to:

Human Resources Team

city@mountgambier.sa.gov.au